

MCCS-HC

14 May 07

MEMORANDUM THRU Chief, Department of Academic Support/Quality Assurance, (MCCS-HS)

FOR Dean, Academy of Health Sciences (MCCS-H)

SUBJECT: Request for Approval of 6H-71E67, Clinical Laboratory Officer Course (CLOC) Student Evaluation Plan (SEP)

1. The attached 6H-71E67, Clinical Laboratory Officer Course SEP has been electronically staffed; the staffing responses are at enclosure 1.
2. The following is a list of the changes made since approval of the previous SEP, dated 6 Nov 2006:
 - The paragraphs referring to physical fitness and height and weight requirements were revised according to All Army Activities (ALARACT) 075/2007, Physical Fitness and Height and Weight Requirements for Institutional Training.
 - Annex E was created to clarify the two affective evaluation forms being utilized.
3. Request approval of the revised SEP (encl 2) and update of the status report in the Quality Assurance Office.
4. Point of contact for this action is Ms Gayle Ellis, Instructional Systems Specialist at 221-7709.

1. Staffing Responses
2. SEP



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Chief, Department of Clinical Support Services

U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL

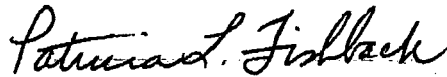
ACADEMY OF HEALTH SCIENCES

DEPARTMENT OF CLINICAL SUPPORT SERVICES

STUDENT EVALUATION PLAN

6H-71E67

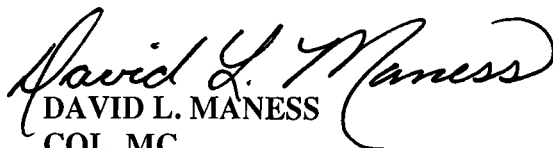
CLINICAL LABORATORY OFFICER COURSE



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DATE APPROVED: 23 May 2007

TABLE OF CONTENTS

Preface	1
Course Description	1
Prerequisites	1
Service Obligation	2
Selection for Attendance	2
Purposes of Examinations	2
Course Requirements.....	2
Academic Standards	2
Nonacademic Standards	3
Physical Fitness	3
Policies and Procedures.....	4
Academic Modules/Blocks.....	4
Clinical Modules/Rotations	4
Student Counseling.....	5
Remedial Training/Retest.....	5
Appeal of Assigned Grades	6
Probation.....	6
Academic Probation	6
Nonacademic Probation.....	7
Student Relief	7
Withdrawal	8
Special Recognition.....	8
Distinguished Honor Graduate	8

Eligibility for Diplomas.....	8
Procedures for Army Students to Obtain Documentation of Academic Completion	8
Academic Evaluation Reports	9
Annex A: Academic Evaluation Strategy.....	A-1
Annex B: Clinical Evaluation Strategy	B-1
Annex C: Standards of Academic Integrity and Conduct	C-1
Annex D: Mid Rotation Affective Evaluation Form.....	D-1
Annex E: Final Rotation Affective Evaluation Form.....	E-1

MCCH-HC**STUDENT EVALUATION PLAN****6H-71E67, CLINICAL LABORATORY OFFICER COURSE**

I. PREFACE. The 6H-71E67, Clinical Laboratory Officer Course (CLOC) provides students with a working knowledge of medical technology to prepare them to function as competent officers-in-charge of military clinical laboratories. The course is conducted by the Department of Pathology and Area Laboratory Services (DPALS), Walter Reed Army Medical Center (WRAMC), Washington, D.C.

II. COURSE DESCRIPTION.

A. The 50-week course provides students with the technical skills and knowledge required to be fully qualified medical technologists. The curriculum complies with requirements and recommendations established by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). It also complies with The Office of the Surgeon General's Chemical, Biological, Radiological, Nuclear, and High Explosive (CBRNE) directive. Upon successful completion of all course requirements, students will be awarded the area of concentration (AOC) 71E67.

B. The course consists of eight academic modules and nine clinical rotations. See the Academic Evaluation Strategy (Annex A) and the Clinical Evaluation Strategy (Annex B) for further details.

C. The curriculum includes classes in chemistry, hematology, bacteriology, parasitology, mycology, serology, urinalysis, immunology, blood banking, phlebotomy, quality assurance, and laboratory management. The course develops proficiency in the clinical, investigative, quality assurance, and administrative/supervisory skills employed in clinical laboratories.

D. Additionally, the course prepares graduates to take a national registry examination in medical technology.

E. PREREQUISITES. Height and weight standards are IAW AR 600-9, The Army Weight Control Program and physical fitness standards IAW CH 3, AR 350-1, Army Training and Leader Development and All Army Activities (ALARACT) 075/2007, Physical Fitness and Height and Weight Requirements for Institutional Training dated 17 Apr 07.

1. The course is available to active Army Medical Service Corps (MSC) O-3 and below who have completed the Army Medical Department (AMEDD) Officer Basic Leader Course (OBLC) or equivalent AMEDD Officer Basic Course (OBC).

2. Applicants must possess a bachelor's degree in medical technology or the biological sciences from an accredited program acceptable to The Surgeon General. The student must have completed a minimum of 36 semester hours in biological sciences, chemistry, and mathematics. The coursework requirements should include:

a. Chemistry – A minimum of 16 semester hours to include 8 semester hours in general chemistry and 8 semester hours in organic chemistry or biochemistry or physical chemistry.

b. Biological Sciences – A minimum of 16 semester hours to include 8 semester hours in general biology or zoology or botany and 4 semester hours in general microbiology and 4 semester hours in genetics or anatomy and physiology.

c. Mathematics – minimum of three semester hours of mathematics to include pre-calculus or calculus or trigonometry.

3. Students must meet physical fitness and weight standards in accordance with the ALARACT dated 17 Apr 07, AR 350-1, and AR 600-9. Students who report to the course not meeting these standards will not be processed for removal from the course, but will receive the training and the Soldier's DA Form 1059, Service School Academic Evaluation Report, will reflect their deficiencies (see paragraph IV.B.1. – B.4.a.– c. for further information).

F. SERVICE OBLIGATION. The minimum service time remaining upon completing the course is addressed in AR 350-100, Officer Active Duty Service Obligations.

G. SELECTION FOR ATTENDANCE. Students are selected to attend the course by board action. Application procedures are outlined in AR 351-3, Professional Education and Training Programs of the Army Medical Department, table 4-1. Soldiers flagged for weight control or Army Physical Fitness Test (APFT) failure will not be selected, scheduled, or allowed to attend institutional training.

III. PURPOSE OF EXAMINATIONS. Students in the course receive regular structured evaluations. The evaluations are used for the following purposes:

A. To ensure students achieve course objectives and qualify for the awarding of the AOC 71E67.

B. To measure each student's progress throughout the course, to determine course grades, and to rank students in order of academic achievement.

C. To provide on-going course evaluation information.

D. To identify the need for remedial training and to support decisions for special counseling, academic probation, and relief proceedings.

IV. COURSE REQUIREMENTS.

A. **ACADEMIC STANDARDS.** To successfully complete the course, students must maintain satisfactory progress in each block of instruction, and accumulate an overall average of at least 70% on all written and practical examinations.

1. Students will be evaluated on their ability to pass all critical elements with a minimum grade of 70%.

2. During the academic modules, students will be evaluated through written examinations and assigned projects. **All academic module examinations and projects are critical.**

3. During the clinical rotations, students will be evaluated through written and practical examinations and projects. **All clinical rotation examinations and projects are critical.**

4. Each student will be responsible for completing all course requirements and for arranging make-up of missed training.

B. **NONACADEMIC STANDARDS.** The program director will provide copies of all actions to the Chief, Department of Clinical Support Services (DCSS), Academy of Health Sciences (AHS) and the

WRAMC Professional Education and Training Committee.

1. **PHYSICAL FITNESS.** In accordance with ALARACT 075/2007, students who fail to meet the physical fitness standards outlined in AR 350-1, and/or the weight standards addressed in AR 600-9, and who do not possess an approved waiver and/or profile, at the time of graduation will have their DA Form 1059 marked accordingly. See paragraph IV.B.4.a - c.

2. A diagnostic Army Physical Fitness Test (APFT) and a height and weight screening will be administered at the beginning of the Course. Students who do not pass the diagnostic test and or height and weight standards will be counseled and encouraged to participate in a remedial physical training program. One retest and/or screening is allowed. It will be administered no earlier than seven days after the initial APFT failure and/or failing to meet height and weight standards. .

3. All students are expected to participate in a regular physical training program.

4. As an end-of-course graduation requirement, Soldiers in either a permanent change of station (PCS) or temporary duty (TDY) status, will be administered the APFT and screened for compliance with AR 600-9 standards.

a. Soldiers who meet the academic requirements, but fail either the APFT or body fat composition standards or both, will be considered an academic course graduate and receive a DA Form 1059 with item 11.c. marked "Marginally achieved course standards" and item 14 containing the statement, "11.c: Soldier met academic requirements, but failed to meet APFT standards IAW AR 350-1 or failed to meet body composition standards IAW AR 600-9 during this course". If both the APFT and body fat composition standard were not met, item 14 will reflect a combination of both statements. A memorandum for record (MFR), outlining the Soldier's deficiencies, will be processed and forwarded to the unit commander or gaining command along with the DA Form 1059. The Soldier's DA Form 1059 and graduation certificate will not be held at the institution.

b. The Soldier will be counseled by the unit commander for failing the APFT and/or height/weight standards at institutional training.

c. Soldiers flagged for weight control and/or APFT will remain blocked from scheduling, selection, or attendance to military schooling IAW AR 600-8-2, Suspension of Favorable Personnel Actions (Flags).

V. POLICIES/PROCEDURES.

A. ACADEMIC MODULES. The Academic Evaluation Strategy is at Annex A.

1. Written examinations based on course objectives for each block of instruction will be administered approximately once per week. Grades are expressed as percentages; all percentage grades are rounded off and reported as whole numbers. Rounding is accomplished in the following manner: grades less than 0.5% will be rounded down to the nearest whole number; grades of 0.5% or greater will be rounded up to the nearest whole number.

2. Assigned projects based on course objectives include written exercises and/or oral presentations. Students are provided with the elements to be addressed and evaluation criteria for each project. Points are assigned to each element. Projects and presentations are graded based on the application of each element and how well the element is addressed. Clinical faculty and staff attend the presentations and evaluate the presentations using an evaluation form.

3. The final grade for each block of instruction includes a composite score of the written

examination(s) and/or weighted project score(s). This grade is worth a designated percentage of the final module grade.

4. To remain in good academic standing, students must maintain a minimum average of 70% in all academic modules.

B. CLINICAL MODULES/ROTATIONS. The Clinical Evaluation Strategy is at Annex B.

1. At the beginning of applicable clinical rotations, students are provided a list of the cognitive, psychomotor, and affective objectives addressed during that rotation. Cognitive objectives are evaluated with written examinations. Psychomotor objectives are evaluated with practical examinations and technical performance. Technical performance is evaluated using performance criteria and key indicators provided to the students at the beginning of each clinical rotation. The affective domain is evaluated using a rating scale. The student is provided with the rating form that describes affective elements to be evaluated and the performance criteria. (See Annex D1 – D4). A score of 70% or better is required to pass all areas. Except for clinical rotations that are not graded, the final grade for a module will include the following weighted averages:

- a. Cognitive objectives: Written examinations (30%)
- b. Psychomotor objectives: Performance examinations (50%), Performance rating scale (10%)
- c. Affective objectives: Affective-rating scale (10%)

2. The final grade for each clinical module will include the following elements: written examinations, performance examinations, affective rating scale evaluations, and/or projects. Examinations will be scheduled by the teaching technologist or liaison for each rotation.

- a. Written and performance examinations measure the cognitive knowledge and psychomotor skills essential to each module.
- b. Affective evaluations assess the student's personal and professional development during the module.
- c. Projects generally include written exercises and oral presentations that reinforce relevant concepts presented during the module.

3. At the conclusion of each rotation, student grades are submitted to the program director. Students will have periodic meetings with the medical and/or program director and instructors to discuss course performance. Students are expected to give special attention to correcting any deficiencies associated with psychomotor or affective behaviors.

4. To remain in good academic standing, students must maintain a minimum average of 70% in all clinical modules.

5. Any student missing an examination, in either the academic or clinical portion, due to an unauthorized absence will receive a zero. This will automatically place the student on academic warning, and may result in recommendation for disciplinary action, academic probation, and/or relief from the course.

C. STUDENT COUNSELING. The student will meet on at least a monthly basis with the program

director and administrative officer to discuss the student's progress and performance. At these meetings, the student may discuss problems or difficulties encountered.

1. Since both faculty members and students may be under considerable stress, an occasional personality conflict may arise. If such a conflict should arise, the student should seek to discuss the problem with the senior instructor and the program director, when appropriate. If a resolution is not achieved, refer to AMEDDC&S and FSH Reg 351-12 and any other applicable regulation(s).

2. Repeated conflicts with instructors will be reviewed by program officials. Conflicts may be considered as reason for counseling of the student by the WRAMC Professional Education Training Committee and command channels.

D. REMEDIAL TRAINING/RETEST. Students who fail an examination (score below 70%) will be counseled, placed on academic probation, receive remedial training, and be retested.

1. Retests will be comprehensive and will sample all objective material originally tested. Retests will not occur on the same day as scheduled tests in the same block of instruction.

2. Upon successfully completing a retest, a maximum grade of 70% will be recorded on the official grade sheet.

3. Upon failing a retest, the student will be counseled and referred to the medical director for possible relief from the course.

4. Relief from the course may be recommended when a student fails to maintain course standards of performance. (See paragraph V. G.)

5. A student may not retest any block of instruction more than one time during the course.

E. APPEAL OF ASSIGNED GRADES.

1. The program director will provide a periodic summary of grades to each student. Students will sign the summary and return to the program director for course records.

2. Questions or disagreements concerning grades will be directed to the appropriate instructor. The medical or program director may mediate if requested by the student or instructor; however, the instructor will determine the final grade.

3. Students may appeal grades received on examinations and/or evaluations; appeals must be submitted to the program director within 24 hours after notification of the grade. Appeals will be adjudicated prior to retesting.

F. PROBATION.

1. **ACADEMIC PROBATION.** The purpose of probation is to assist students in identifying performance problems and potential consequences if corrective actions are not effective.

a. The medical or program director will place students on academic probation for either of the following reasons.

(1) Failing an examination.

(2) Having a course average below 70%.

b. Academic probation will stipulate the timeframe within which deficiencies must be remediated or corrected. Terms of the probation will be presented to the student for signature. Signed copies will be provided to the student, entered into the student's departmental file, and filed in the WRAMC Medical Education Office.

c. Students who accomplish the following will be removed from academic probation.

(1) Pass an examination retest.

(2) Raise their course average to 70% or above.

d. If the student is not removed from probation within the stated timeframe, the medical director will recommend one of the following actions to the Chief, DCSS:

(1) Additional time be granted to correct deficiencies if the evidence indicates the student has a high probability of successfully completing the course.

(2) The student be relieved from the course.

2. **NONACADEMIC PROBATION.** Upon failing to comply with the policies and procedures of the course or the Standards of Academic Integrity and Conduct, students will be counseled by the program or medical director and placed on nonacademic probation.

a. Students will be advised in writing by the Program Director of the specified deficiencies and granted a reasonable period to take corrective action. Terms of the probation will be presented to the student for his or her signature. Signed copies will be provided to the student, entered into the student's departmental file, and filed in the WRAMC Medical Education Office.

b. Students will be removed from probationary status when the deficiencies have been satisfactorily corrected. Upon failing to make the required corrections within the stated timeframe, the Medical or Program Director may recommend the student for relief from the Course.

G. STUDENT RELIEF. The Medical Director will initiate relief procedures, notify the student in writing of pending actions, and forward the required documentation to the Chief, DCSS. A student may be recommended for relief from the Course for any of the following reasons:

1. Failing the retest of an examination.

2. Failing two or more examinations.

3. Failing any graded module.

4. Failing to comply with the Standards of Academic Integrity and Conduct or exhibiting attitudes and behaviors that are unbecoming to the laboratory profession or that adversely affect others.

5. Failing to achieve removal from nonacademic or academic probation.

6. Students can appeal the relief actions to the Dean, AHS, IAW AMEDDC&S and FSH Reg 351-12.

7. **Recycle** provisions do not apply to this course.

H. WITHDRAWAL. A student may voluntarily withdraw from the Course by submitting a memorandum through the Program Director to the Medical Director. The Medical Director will submit the student's request to the Chief, DCSS, who will notify the appropriate personnel channels for initiation of reassignment processing.

VI. SPECIAL RECOGNITION.

A. At the completion of the Course, a final composite grade for the academic and clinical portions of the course will be determined for each student. The final grade will include an average of all grades.

B. Distinguished Honor Graduate. Students with a final grade of 90% or above may be considered for Distinguished Honor Graduate. The student who has attained the highest academic average at the time of graduation, and who has successfully satisfied all other standards of performance to include psychomotor abilities, affective attributes, and professional conduct, may be selected as Distinguished Honor Graduate. The final selection is determined by the Medical and Program Directors, with input from the teaching staff.

VII. ELIGIBILITY FOR DIPLOMAS.

Diplomas will be issued to students who have graduated from scheduled courses IAW AR 621-5, Army Continuing Education System and AR 350-1. In order to graduate, a student must meet all course requirements as defined in this Student Evaluation Plan (SEP), which includes academic and non-academic requirements.

VIII. PROCEDURES FOR ARMY STUDENTS TO OBTAIN DOCUMENTATION OF ACADEMIC COMPLETION.

A. The American Council on Education (ACE) evaluates all resident and nonresident AHS courses in terms of academic credit. AR 621-5 provides for soldiers to receive transcripts documenting their military training and experience, thru the Army/American Council on Education Registry Transcript System (AARTS), along with the recommended college credit. The Academy of Health Sciences (AHS) does not provide transcripts. Soldiers seeking academic recognition for AHS courses will furnish documents specified in the ACE Guide to the civilian schools from which they want credit IAW AR 621-5. Civilian schools decide on acceptance of ACE credit recommendations and hours to be credited. Army Education Center personnel assist soldiers in obtaining recognition from civilian schools. The following information is provided for those who wish to obtain a transcript; a request can be mailed to AARTS Operations Center, 415 McPherson Avenue, Fort Leavenworth, Kansas, 66027-1373 or call toll free at 866-297-4427. A DA Form 5454 may be faxed to (913) 684-2011 or filled out on the following website: <http://aarts.army.mil> and transmitted electronically. The e-mail address is aarts@leavenworth.army.mil.

B. The Education Services Officer will assist service members in preparing alternative documentation, which is the DD Form 295, Application for the Evaluation of Learning Experiences During Military Services.

IX. ACADEMIC EVALUATION REPORTS.

At the completion of the Course, the Program Director will prepare a DA Form 1059 for each student IAW AR 623-3, Evaluation Reporting System. Adverse Academic Reports will be prepared for students

who are academically relieved from the Course.

X. ANNEXES. The following annexes are included:

Annex A: Academic Evaluation Strategy.

Annex B: Clinical Evaluation Strategy.

Annex C: Standards of Academic Integrity and Conduct.

Annex D: Mid Rotation Affective Evaluation Form.

Annex E: Final Rotation Affective Evaluation Form.

ANNEX A**ACADEMIC EVALUATION STRATEGY**

The academic blocks are listed below. Percentages are based on the number and length of the block.

1. Laboratory Orientation	% of Block Grade
Orientation Block	100%
2. Blood Bank	
Immunohematology Block	100%
3. Chemistry	
Chemistry Block	100%
4. Hematology	
Hematology Block	67%
Coagulation Block	33%
5. Immunology	
Immunology Block	60%
Serology Block	40%
6. Management	
Management Block	90%
Education Block	10%
7. Microbiology	
Bacteriology Block	60%
Mycology Block	10%
Parasitology Block	20%
Virology Block	10%
8. Urinalysis	
Urinalysis/Body Fluids Block	100%

ANNEX B

CLINICAL EVALUATION STRATEGY

The clinical modules are indicated below. A clinical module consists of one or more clinical rotations. Rotations are listed with the applicable module including percentage of the final module grade. Percentages are based on the number of weeks in each rotation.

1. Blood Bank Clinical Module	% of Module Grade
Blood Bank Donor Center Rotation	24%
Blood Bank Immunohematology Rotation	38%
Blood Bank Transfusion Service Rotation	38%
 2. Chemistry Clinical Module	
Chemistry Rotation	100%
 3. Hematology Clinical Module	
Coagulation Rotation	22%
Hematology Rotation	67%
Special Hematology Rotation	11%
 4. Urinalysis Clinical Module	
Urinalysis Rotation	100%
 5. Immunology Clinical Module	
Immunology Rotation	60%
Serology Rotation	40%
 6. Management Clinical Module	
Administration Rotation	Not graded
 7. Microbiology Clinical Module	
Bacteriology Rotation	57%
Parasitology Rotation	22%
TB/Mycology Rotation	14%
Virology Rotation	7%

CLINICAL EVALUATION STRATEGY (cont)**8. Phlebotomy Clinical Module**

Phlebotomy Rotation	60%
Specimen Handling Rotation	40%

9. Professional Development Module

Society of Armed Forces Medical Laboratory Scientists Meeting	Not graded
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ANNEX C

STANDARDS OF ACADEMIC INTEGRITY AND CONDUCT

1. Students must possess the academic, moral, and ethical standards appropriate for military officers and suitable for the profession and practice of medical technology. Duties as a clinical laboratory officer will require the individual to conduct and supervise laboratory procedures that will serve as a basis for diagnosis and treatment of critical medical conditions. As a vital member of the healthcare team, only the highest ethical standards are acceptable.
2. The student's fitness to undertake this crucial role will be constantly evaluated while enrolled in the Course. This evaluation will include academic performance in the classroom, on examinations, and in the laboratory; personal conduct both in class and during off-duty time; demonstrated motivation; attitude; and compliance with physical fitness and weight standards.
3. Periodic meetings with the student to discuss student progress and performance will be scheduled with the Program Director and Administrative Officer. At these meetings, the student may discuss problems or difficulties encountered during the clinical rotation. Since both clinical faculty and student may be under considerable stress, an occasional personality conflict may arise. If a conflict arises, the student should seek to discuss the problem with the clinical instructor and program director, when appropriate. If a resolution is not achieved, refer to AMEDDC&S and FSH Reg 351-12 and any other applicable regulation(s).
4. If it is determined during the evaluation process that continuation in the Course is not appropriate, the student will be subject to dismissal. Such dismissal will be accomplished through the Program Director, the WRAMC Professional Education Training Committee and command channels. Such dismissal may also be accomplished without a formal adjudication of guilt by a military or civilian court and without necessity of action under Article 15, Uniform Code of Military Justice (UCMJ).
5. An instructor or other appointed person will administer and proctor all examinations to (1) ensure that proper instructions are given regarding testing procedures, (2) supervise students during the testing period, and (3) assist the students during the examination. The absence of an instructor or other proctor during any portion of the examination does not relieve any student from complying with these standards of academic integrity.
6. While in the Course, it is expected that the academic efforts of each student will represent the student's own effort when independent work is required. Students will neither accept from or provide to past, present, or future classes of students or other individuals, any written or verbal information that would place a student in an advantageous position over other students on graded examinations or projects.
7. Examples of prohibited behaviors that may result in dismissal from this course include, but are not limited to, the following:

STANDARDS OF ACADEMIC INTEGRITY AND CONDUCT (cont)

- a. Cheating on a test or other class work by copying the answers of another student, unauthorized use of notes or other references, or similar behaviors.
 - b. Knowingly permitting another student to copy answers from one's examination papers or providing examination answers to another student in an unauthorized manner.
 - c. Disrupting classroom or laboratory sessions, thereby prejudicing the opportunity of other students in the class to learn.
 - d. During laboratory work, submitting results obtained by other personnel as a student's own work, or submitting results for laboratory testing that has not been performed (sink-testing).
 - e. Failing to meet standards of acceptable personal appearance and abusing substances (such as illegal drugs and/or alcohol), both on and off post.
 - f. Flagrant disregard of laboratory safety standards resulting in endangerment of self or others.
 - g. Disregard of patients' rights to privacy by inappropriate discussion of confidential patient information and laboratory results with personnel not involved in the care of the patient.
8. Actions taken to dismiss a student from the Course are independent of and do not rule out the possibility of disciplinary action through command channels under the UCMJ. Additionally, such actions do not rule out appropriate administrative actions such as administrative discharge or relief from active duty.

ANNEX D

Walter Reed Army Medical Center
 Department of Pathology
 and Area Laboratory Services
 Clinical Laboratory Officers Course

**Mid-Rotation
 Student Evaluation in the Clinical Setting
 Evaluation of Affective Objectives**

Student _____

Clinical Rotation _____

Clinical Instructor _____

Date _____

For each criteria in the section, rate the affective elements by circling + for satisfactory or - for deficiency.

I. Overall Technical Performance

- | | | |
|---|---|--|
| + | - | Completes all assigned tasks |
| + | - | Performs procedures with precision and accuracy |
| + | - | Performs procedures within reasonable time frame |
| + | - | Reacts appropriately to abnormal/panic values |

Comments: _____

II. Time and Work Organization

- | | | |
|---|---|---|
| + | - | Organizes work for proper priority and efficiency |
| + | - | Records data legibly, accurately, and properly |
| + | - | Maintains an orderly work environment |
| + | - | Utilizes available references and study materials during time not devoted to training |
| + | - | Adheres to arrival, departure, and meal/break schedules |

Comments: _____

III. Interpersonal and Communication Skills

- | | | |
|---|---|--|
| + | - | Accepts and acts on constructive criticism in a positive manner |
| + | - | Is tactful in most situations requiring communication with others |
| + | - | Maintains professional behavior with peers, patients and other health care professionals |
| + | - | Demonstrates initiative and self-reliance; shows enthusiasm and self-motivation |

Comments: _____

IV. Integrity and Professionalism

- | | | |
|---|---|---|
| + | - | Treats patient information with confidentiality |
| + | - | Admits mistakes readily and takes corrective action |
| + | - | Adheres to uniform code; appears well groomed |
| + | - | Follows established health and safety procedures and guidelines |
| + | - | Demonstrates willingness to accept responsibility |

Comments: _____

ANNEX D (cont)**V. Critical and Problem-solving Skills**

- + - Recognizes and initiates problem-solving
- + - Applies previously learned skills and theory to practice
- + - Interprets data and evaluates results
- + - Recognizes errors and takes appropriate corrective actions

Comments: _____

VI. Work Skills Progress

- + - Works with minimal supervision after instructions are given
- + - Adjusts to workload changes and stressful situations
- + - Seeks to attain proficiency, rather than simply meeting minimum requirements

Comments: _____

Clinical Instructor

Date

CLOC student

Date

Comments/Recommendations : _____

Student Comments: _____

ANNEX E

Walter Reed Army Medical Center
 Department of Pathology
 and Area Laboratory Services
 Clinical Laboratory Officers Course

Student Evaluation in the Clinical Setting
Final Evaluation of Affective Objectives

Student _____

Clinical Rotation _____

Clinical Instructor _____

Date _____

For each section, rate the affective elements using a rating scale of 1 through 4 based on the following criteria:

4= outstanding; exceeds expectations; demonstrates quality 97-100 % of the time

3= Good; meets expectations; demonstrates quality 90-96 % of the time

2= Adequate; minor deficiency; demonstrates quality 85-89 % of the time

1= Unsatisfactory; requires remediation or counseling; demonstrates quality less than 85 % of the time

- | | | | | | |
|-----------|--|----------|----------|----------|----------|
| I. | Overall Technical Performance | 1 | 2 | 3 | 4 |
| | Completes all assigned tasks | | | | |
| | Performs procedures with precision and accuracy | | | | |
| | Performs procedures within reasonable time frame | | | | |
| | Reacts appropriately to abnormal/panic values | | | | |

Comments: _____

- | | | | | | |
|------------|---|----------|----------|----------|----------|
| II. | Time and Work Organization | 1 | 2 | 3 | 4 |
| | Organizes work for proper priority and efficiency | | | | |
| | Records data legibly, accurately, and properly | | | | |
| | Maintains an orderly work environment | | | | |
| | Utilizes available references and study materials during time not devoted to training | | | | |
| | Adheres to arrival, departure, and meal/break schedules | | | | |

Comments: _____

- | | | | | | |
|-------------|--|----------|----------|----------|----------|
| III. | Interpersonal and Communication Skills | 1 | 2 | 3 | 4 |
| | Accepts and acts on constructive criticism in a positive manner | | | | |
| | Is tactful in most situations requiring communication with others | | | | |
| | Maintains professional behavior with peers, patients and other health care professionals | | | | |
| | Demonstrates initiative and self-reliance; shows enthusiasm and self-motivation | | | | |

Comments: _____

- | | | | | | |
|------------|---|----------|----------|----------|----------|
| IV. | Integrity and Professionalism | 1 | 2 | 3 | 4 |
| | Treats patient information with confidentiality | | | | |
| | Admits mistakes readily and takes corrective action | | | | |
| | Adheres to uniform code; appears well groomed | | | | |
| | Follows established health and safety procedures and guidelines | | | | |
| | Demonstrates willingness to accept responsibility | | | | |

Comments: _____

ANNEX E (cont)

4= outstanding; exceeds expectations; demonstrates quality 97-100 % of the time

3= Good; meets expectations; demonstrates quality 90-96 % of the time

2= Adequate; minor deficiency; demonstrates quality 85-89 % of the time

1= Unsatisfactory; requires remediation or counseling; demonstrates quality less than 85 % of the time

V. Critical and Problem-solving Skills	1	2	3	4
Recognizes and initiates problem-solving				
Applies previously learned skills and theory to practice				
Interprets data and evaluates results				
Recognizes errors and takes appropriate corrective actions				

Comments: _____

VI. Work Skills Progress	1	2	3	4
Works with minimal supervision after instructions are given				
Adjusts to workload changes and stressful situations				
Seeks to attain proficiency, rather than simply meeting minimum requirements				

Comments: _____

Affective Evaluation Grade: _____ %

Clinical Instructor

Date

CLOC student

Date

Comments/Recommendations : _____

Student Comments: _____